

| INTERNAL TITLE 5 | | VACANCY ANNOUNCEMENT | | | |
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| Announcement Number: | 2006-139 | Opening Date: | 09/18/2006 | Closing Date: | 09/28/2006 |
| Position/Position Number: | Maintenance & Operations Foreman WS-4701-10 #4901 | Organizational Location: | FACILITIES MANAGEMENT SERVICE TEMPLE, Maintenance and Operations Section | | |
| Salary Range: | WS: \$23.81 - \$27.77 per hour | Area of Consideration: | Current permanent employees of CTVHCS and VCS. | | |
| Duties and Responsibilities: | | | | | |
| Incumbent is responsible for planning, coordinating, and directing all maintenance related work operations or functions of the electrical/AC mechanic/machine section with other services for Central Texas Veterans Health Care System so that minimal interruption of other services is accomplished. Duties include responsibility for technical and administrative supervision for industrial mechanics, A/C mechanics, maintenance workers and electricians. Incumbent is under the direct supervision of the Chief, M&O Section. Receives general written and/or oral instruction concerning the over all work program and/or special projects for which his unit is responsible. Incumbent must be able to read and interpret blueprints, drawings, and work orders and layout work for various jobs and projects. Participates with superiors in preliminary planning where proposals are outlined, considered and amended prior to final adoption and action. Coordinates work within his own unit and with supervisor regarding the work programs and effectiveness of his/her unit. Assigns projects and work orders to electric, A/C and machine shop employees under his/her jurisdiction. Furnishes technical instructions on the more difficult operations or special projects as necessary. Generally reviews requests for materials to see that they have the correct nomenclature and to prevent overstocking. Conducts spot checks of work in progress and inspects finished projects for conformance with specifications, established building codes and workmanship. Establishes performance requirements for all employees of the unit and formally appraises work performance. Prepares justification for performance awards and develops plans for improving performance of employees. Determines training needs and provides on-the-job training for new employees. Interviews applicants for jobs and participates in their selections by furnishing recommendations to his/her supervisor. Responsible for maintaining and adequate supply of tools, supplies, equipment, and material as well as controlling their use and/or securing substitutes. | | | | | |
| Qualification Requirements: | | | | | |
| Qualifications are derived from Office of Personnel Management (OPM) Handbook X-118 or X-118C, available in Human Resources Management Service (HRMS). Applicants must have sufficient training and experience to be trusted to perform duties on own initiative under general supervision. FIRST-TIME SUPERVISORS MUST SERVE A ONE YEAR PROBATION PERIOD. SELECTEE MAY BE REQUIRED TO TAKE AND SUCCESSFULLY COMPLETE A PRE-EMPLOYMENT PHYSICAL. | | | | | |
| Rating and Ranking: | | | | | |
| Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities: Element 73: Ability to supervise (screen-out element). Element 28A: Knowledge of different relevant lines of work. Element 72: Ability to plan and organize. Element 82A: Knowledge of materials. | | | | | |
| How to apply: | | | | | |
| Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: http://www.central-texas.med.va.gov/HRMS/forms.htm VA Form 5-4078, VA Forms 5-4676A, and VA form 5-4667B must be received in HRMS, Temple, by close of business on closing date of announcement. Please refer all questions to Lili A. Sims, Human Resources Specialist, extension 40785. It is the responsibility of each employee to assure that his/her Official Personnel File (OPF) is current and shows ALL work experience and credentials prior to the closing date of the announcement. Area of consideration maybe expanded. | | | | | |
| THIS IS A NONBARGAINING UNIT POSITION. | | | | | |
| If patient needs arise, the incumbent of the above position may be reassigned within the Central Texas Veterans Health Care System. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Please refer any questions to the specialist listed above. CTVHCS is a smoke-free environment. EQUAL EMPLOYMENT OPPORTUNITY: Actions to fill this position will not be based on discriminatory factors which are prohibited by law. | | | | | |